

Date Correction Plan Due 10/7/2024	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 715-930-1148
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Use of Form: This form is used by certification / licensing staff to identify statute and / or administrative rule violation(s) and to outline imposed plans of correction, if applicable. This form is used by certified operators / licensed centers to meet the requirements of DCF 202.065, DCF 250.04(2)(i) and (3)(d), DCF 251.04(2)(L) and (3)(f), DCF 252.41(1)(L) and (2)(k). Failure to submit an appropriate correction plan by the due date listed above may result in sanctions identified in the statute and / or administrative rule. Public Schools may submit plans of correction however are not required to do so.

Instructions: The Noncompliance Statement below identifies the violation(s) of child care statute and / or administrative rule identified by the certification / licensing specialist. Complete the section labeled "Correction Plan" by indicating the steps that will be taken to address and correct each of the listed noncompliance(s). Identify expected completion date(s) for each item. Return the original to your certification / licensing specialist for approval and retain a copy. If this is a licensed child care, post your copy of the noncompliance statement and correction plan near the license in accordance with Wis. Stat. 48.657. This request for a correction plan is not an order imposing a sanction or penalty pursuant to Wis. Stat. 48.715. If the department decides to apply a statutory sanction and / or penalty for facts arising from this finding or a future finding, you will be given a notice of the sanction and / or penalty and your appeal rights.

Name - Certified Operator / Licensed Center Family Forum Head Start Center 1		Provider Number / Facility ID Number 9000577839 / 009 - 1004451		
Address - Facility (Street, City, State, Zip Code) 1500 N 34Th St Superior WI 54880		Telephone Number 715-392-6286	Date - Regulation Visit 8/19/2024	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.055(1)(a) Supervision Of Children Description: The center self reported that on 8/15/24 at approximately 11:47am a child was not within sight and sound supervision of a child care worker when the worker stepped out of the classroom to go get puppies, which was unauthorized. Repeat violation: Previously cited on 2/28/2024	<ul style="list-style-type: none"> • Staff will practice Active Supervision strategies daily. As directed per job descriptions • Center director will monitor the strategies daily to ensure policy is followed. • Administration will review Active Supervision data & provide guidance around safety protocols. 	<p>10/11/2024</p> <p>10/4/2024</p> <p>11/1/2024</p>	
2	251.055(1)(f) Child Tracking Procedure Description: The center's child tracking procedure was not implemented as written when staff were not aware of the number, names and whereabouts of children in their care during a self-reported incident on 08/15/2024 when a child was left without supervision.	<ul style="list-style-type: none"> • Staff & Center Directors will be trained on the procedures for child tracking including times of special events, i.e. parent-child day <p>Revised policy to indicate a written procedure for child tracking.</p>	<p>10/4/2024</p> <p>10/3/2024</p>	